

UNLOCKING PAGES

The **Page Review Status** tab is utilized to ‘unlock’ any section of the application.

Unless the ‘Locked’ status is changed to ‘Open,’ the district contact person cannot access that particular application screen and revisions cannot be made on that ‘Locked’ application screen.

Overview	Contacts	Allocations	Narrative	Nonpublic	Budget	Upload	Assurances	Board Approval	Submit	Application History	Page Review Status	Comments
Page Review Status												
<input checked="" type="checkbox"/> Expand All												
EvenStart										Page Status	Open Page for editing	
EvenStart												
Overview										LOCKED		
Contacts										LOCKED		
Allocations										LOCKED		
Narrative												
Project Update										LOCKED		
Project Description												
PD-Page1										LOCKED		
PD-Page2										LOCKED		
Goals												
Goals-Page1										LOCKED		
Goals-Page2										LOCKED		
Goals-Page3										LOCKED		
Goals-Page4										LOCKED		
Goals-Page5										LOCKED		
Goals-Page6										LOCKED		
Activity Plan												
PAP-Goal 1										LOCKED		
PAP-Goal 2										LOCKED		
PAP-Goal 3										LOCKED		
PAP-Goal 4										LOCKED		
Nonpublic										LOCKED		
Budget												
Salaries												
Salaries-Instructional										LOCKED		
Salaries-Non Instructional										LOCKED		
Supplies												
Supplies-Instructional										LOCKED		
Supplies-Non Instructional										LOCKED		
Equipment												
Equipment-Instructional										LOCKED		
Equipment-Non Instructional										LOCKED		
Other										LOCKED		
Budget Summary										LOCKED		
Upload										LOCKED		
Assurances										LOCKED		
Board Approval										LOCKED		
Submit										LOCKED		
Application History										LOCKED		
Page Review Status										LOCKED		
Comments										LOCKED		
<div>Save</div>												

In order to ‘unlock’ a section, proceed as follows:

1. Click the **Expand All** box, located in the upper left-side of the application screen.
2. If the word ‘**LOCKED**’ appears as the **Page Status** (first column on right side of the screen), follow the steps below:
 - a. Click in the box under the column entitled **Open Page for Editing** for each application screen that needs to be unlocked.
 - b. Click the **Save** button at bottom of screen.
 - c. For each selected, application screen, the Page Status will change and now show ‘**Unlock**’ for that particular application screen.
 - d. Revisions can now be made to the ‘**unlocked**’ application screen.